MEMORANDUM

TO: The stenographic staff.

FROM: Mr. Wohlforth.

SUBJECT: Slugging of exhibits to be used at the hearings.

Effective immediately, all exhibits copied are to be done in the following manner:

1. There should be a margin of approximately two (2) inches at the top of each sheet and a margin of approximately one (1) inch at the bottom.

2. At the top of each document, the word "copy" should appear. In the lower right-hand corner, the material should be slugged with the name of the subject of the hearing, with space left for the number of the exhibit to be written in. (Sample: Burns Exhibit #____.)

The above pertains only to the preparation of documents that are to be used as exhibits at the hearings.

Henceforth, on all copy-work, seven (7) sheets of onionskin paper shall be used.